



Job Opportunity Bulletin

Student Assistant

1 Position Available

Tenure/Time Base:	Temporary/Intermittent
Work Hours:	Varies between core hours of 8am – 5pm
Office/Location:	California Commission on Teacher Credentialing Enterprise Technology Services Section 1900 Capitol Avenue Sacramento, CA 95814-4213
Salary:	Range A: \$8.13 - \$8.70 Range B: \$8.70 - \$9.35 Range C: \$9.35 - \$10.03 Range D: \$10.03 - \$10.83
Final Filing Date:	April 30, 2007
Contact:	Andy Munguia (916) 322-0604

Duties:

Under the general direction of the Senior Information Systems Analyst (Supervisor), the Student Assistant is responsible for the following:

- Operational duties include supporting printers and producing various output files, forms, ad hoc reports, credentials and letters. Operate interface batch scripts that move data into Oracle system.
- Application administration support include adding users, resolve web related user problems and data issues.
- Perform research and support on agency computer applications. Will assist in the testing of new or changes to Applications.

Conditions of Employment:

Fingerprint Clearance is required.

Prior to obtaining employment with the California Commission on Teacher Credentialing (Commission), all students must submit official transcripts, proof of enrollment in a minimum of six semester units and maintain a 2.0 GPA or higher.

Desirable Qualifications:

- Ability to effectively work alone or in cooperation with team members
- Ability to follow oral and written instructions with minimum supervision
- Demonstrated sense of responsibility for the job
- Knowledge of Microsoft Office 2003 software systems
- Able to maintain strict confidentiality
- Good attendance, punctuality, and work attitude

Who May Apply:

Individuals who currently attend an accredited college or university and are enrolled in not less than six semester units with a 2.0 GPA or higher and possess the desirable qualifications listed above are eligible to apply. The appointment is subject to the State Restriction of Appointment (SROA).

Important Note:

Interested applicants must submit, by the final filing date, a State Application form (STD 678), and include RPA 07-213 on the front of the application to the above address, Attn.: Andy Munguia. The applications will be screened and only the most qualified applicants will be invited for an interview.

<i>The California Commission on Teacher Credentialing is an Equal Opportunity Employer to all regardless of race, color, creed, national origin, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.</i>
